



# Institute of Transportation Engineers New York Upstate Section

A Community of Transportation Professionals

[www.iteNYupstate.org](http://www.iteNYupstate.org)

## MEETING MINUTES

### ITE NY UPSTATE SECTION EXECUTIVE BOARD MEETING

Location: C&S Offices, Syracuse, NY

Date: July 9<sup>th</sup>, 2010

<u>Meeting Attendees</u>	<u>Position</u>	<u>Contact Number</u>	<u>Initials</u>
Tim Trabold	President	716-856-2026	(TT)
Kim Fabend	Vice-President	315-455-2000	(KF)
Meaghan L Partelow	Secretary	585-753-7753	(MLP)
Mike Wieszchowski	Immediate Past President	518-458-7112	(MW)
Don Adams	District Director	518-446-0393	(DA)
Christina Douglas	Communications Chairperson	518-453-4586	(CD)
Carl Ast	Membership Chairperson	585-512-2000	(CA)
Tony DaRin	ITE Member	315-457-5200	(TD)
Mark Premo	ITE Member	315-435-3205	(MP)

The following is a summary of issues discussed at the meeting in the order of the agenda (*attached*).

**I. Call to Order** – TT called the meeting to order at 10:05 AM. A quorum was present.

**II. Approval of Meeting Agenda**

*KF moved to approve the agenda. MW seconded the motion. Motion passed.*

**III. Reading and Approval of April 9, 2010 Minutes**

*KW moved to forego the reading of minutes from the previous meeting, seconded by MW, motion passed. MW moved to approve the April 9, 2010 minutes, seconded by MLP, motion passed.*

**IV. Reports from District/International Officers**

**a. International Director** (Lynn LaMunyon - N/A)

TT noted Lynn is finishing her term as International Director this year and she is working on her International Director Report for the ITE International Board of Direction meeting that will take place just prior to the Annual Meeting in Vancouver, British Columbia.

*Action: Let Lynn know if there is anything you would like her to include in the report.*

**b. District Chairperson** (DA)

DA reported MW is a candidate for the District Secretary/Treasurer position and is looking for another candidate also from the NY Upstate Section. In addition, he is looking for potential locations of the May 2012 NE District Meeting and someone to chair the event, which will be hosted by the NY Upstate Section. The last District Meeting was held in Saratoga Springs and the one before in Cooperstown. Suggested locations included Alexandria Bay and Lake George. The selected location will be presented at the January

Section Meeting. TD asked if families typically attend District Meetings. KF noted visitor/guest programs are provided.

DA announced there is a new logo contest for the NE District and Jim Lorenzo from the Monroe County DOT expressed interest in making a submission. TT passed the logo information on to the UB Student Chapter as well.

DA reported the increase in student activity has led to a depletion of Student Chapter funds and some sponsorship requests have been turned down. The District is working to raise additional funds through a golf tournament and corporate fund raisers. TT noted that the UB Student Chapter decided not to go to the Vancouver Meeting. MW noted there was still some funding left in the Section budget for student activities.

DA reported the District Meeting in Portland, Main exceeded expectations and revenue.

DA and TT congratulated CD and our NY Upstate Section for winning the District/Section Newsletter Award for circulation less then 250 for the second time and for winning the District Section Activities Award. DA also noted the UMass Amherst Student Chapter won the Outstanding Student Chapter Award for the second consecutive year.

**c. Legislative Affairs** (Steve Gayle - N/A)

TT noted Steve Gayle will accept our District/Section Newsletter Award at the Annual Meeting in Vancouver.

**V. Reports from Section Officers**

**a. Director** (Amy Dake - N/A)

**b. Immediate Past President** (MW)

MW noted our section has not given out a “Young Professional” or “Carol Keck” award in the pasted few years.

**Action: Remind people to submit nominations!**

CA asked if there is a list of past award recipients for review and MW noted the list can be found on our website under the awards tab.

TD asked who manages our website. CD noted Vijay Kannan is our new webmaster and his contact information should be available on our website or to contact her.

**c. President** (TT)

TT attended the Northeast District Annual Meeting in Portland and reported it was an excellent meeting. The student poster board session was outstanding and exhibited a high level of excitement. CA noted there was a large international attendance at the meeting as well.

TT reported that Paul Pfleuger was chairing our Officer Nominating Committee and had one candidate for Treasurer recruited to date. He is looking for another candidate from Buffalo as well as a new local coordinator for the Buffalo area. Candidate bio’s are needed and will be included in the next newsletter.

**d. Vice-President** (KF)

KF reported she sent CD an Annual Awards announcement to be included in the next newsletter. She is putting together a committee to review submissions and will send out an e-mail to announce the Annual Awards.

**e. Secretary** (MLP)

MLP reported the online 990-N form she submitted to the IRS was accepted on June 3, 2010 to re-establish our 501(c)(3) not-for-profit tax exempt status.

**Action: MLP will e-mail MP the IRS link to file for tax exempt status.**



**f. Treasurer** (Mark Sargent - N/A)

TT reviewed the quarterly budget report provided by Mark Sargent (*attached*). He noted our annual insurance was paid in May and we will have the Treasurer Election expenses coming up. CD asked if we are using the same service as ITE National and TT confirmed we are.

**VI. Reports from Section Committees**

**a. Local Activities (Chair Open)**

**i. Buffalo** – TT reported the ASCE Buffalo Section held a boat tour for their June/July Meeting and had extended an invitation to ITE members as well.

**ii. Rochester** – TT reported two webinars were hosted this year and MLP provided the Board with a summary via email. MLP noted herself and CA had not found a local coordinator for the area, but are actively looking.

*Action: MP & CA to call members to fill vacant Rochester Local Activities Chair.*

**iii. Syracuse** – TT noted a new local chair is need and he will begin an outreach to existing local activity coordinators to see if any are interested. Members noted Cyndi Paddick would be an excellent overall local activities chair. TD mentioned he was interested in serving as the Syracuse activities coordinator and he would pursue the matter with Mary Rowlands.

*Action: TT will ask Cyndi Paddick if she is interested in being the local activities chair.*

**iv. Albany** – CD reported she hosted two webinars in one week and attendees experienced problems with the on-line survey/quiz. MLP noted attendees at her webinars also had difficulties. TT will pass along the problems experienced to Lynn LaMunyon.

**v. Southern Tier** – TT reported two webinars were hosted this year.

**b. Membership (CA)**

**i. General**

CA reported our section has two new members, TD and MP, and they were in attendance at the Meeting. Both were previous members through their employers and decided to rejoin and get more involved in ITE. DA reported membership is up by a fraction of a percent.

CA presented options for booth materials by Displays2go (*attached*) and they were discussed. Options include blue/black fabric, dry erase boards, lights, carrying case, multiple folders, and two display sizes. The cost to order with all the options is \$200 and his recommended option \$92.48. The options agreed upon included 2 large folders, 2 brochure folders, blue table fabric, smaller back display board (possible lager size available for future orders), and no lights. Including an ITE logo/description on the center of the display board was discussed and thought to be a good idea as well.

*MW motioned to buy one booth as discussed using the \$100 budgeted for a booth and money from the budgeted “other” category if necessary. KM seconded the motion. Motion passed.*

CA presented a “Transportation Project Highlights” form (*attached*) to post on the display that would describe specific local projects. DA noted the person using the booth could fill out the form with projects specific to the event they are attending. Potential events the booth could be displayed at were discussed and included Future Cities and any local activities. It was suggested the form also be used for project award applicants to fill out as a project summary page.



**Action: CA to contact ITE membership to request ITE Journals for booth display and send KF the “Transportation Project Highlights” form electronically.**

**Action: CD to contact ITE Headquarters to request membership forms.**

**ii. Student**

TT mentioned the new UB Student Chapter president Shan Huang attended our last meeting on April 9<sup>th</sup>. In a report submitted by Shan, TT reported 1) they were planning to register as a student club with UB’s Graduate Student Association in the fall; 2) they have a template designed for their new website and it should be operational before the fall; 3) four from the Student Chapter attended the District Meeting and Liya Guo was awarded a prize in the student poster competition; 4) they opened up an official account for their ITE Student Chapter at the School of Engineering; 5) their Chapter vice-president Timothy Sugrue resigned before summer started and their new vice-president is now Andrew Tracy and 6) they expressed their gratitude for the support they received from the Section this past year.

TT noted the faculty support of ITE at UB is outstanding and the new Chapter had done exceedingly well for their first year. CA also noted the University is planning a dedication ceremony for their new engineering lab.

TT suggested we follow up on the UB Student Chapter membership fees, as their 1<sup>st</sup> year was free and subsequent years they should be paying student rates. If students are having trouble paying their dues next year, an option might be to build support into the next Student Chapter budget.

**Action: DA to contact UMass Amherst regarding Student membership fee policies.**

CD reported RPI still does not have an interest in starting a student chapter as they don’t want to compete with the ASCE Student Chapter.

**Action: CD to provide RPI with ITE application forms to display on campus.**

MW volunteered to make an ITE flyer to advertise at colleges.

**Action: DA to contact NE District regarding ITE flyers for College campuses.**

TT noted the Portland Meeting had excellent student involvement in the poster board session. DA asked if we could have a poster session at the Symposium in October. RPI and UB students could be invited including ITE members and non-members.

**Action: MW will check room availability at the Symposium for a potential poster board session.**

**c. Communications (CD)**

**i. Newsletter Editor**

As reported in section IV.b., Christina and our Section were congratulated for winning the District/Section Newsletter Award for circulation less than 250.

CD reported she mailed post cards in the spring notifying members of the change to electronic-only communication and requested e-mail address updates. Since the mailing the percentage of members with out e-mail addresses decreased from 12% to 11%.

MLP will be organizing the electronic Treasurer Elections. It was decided to close the balloting at the beginning of our Section Meeting at the Symposium and the official report will be made later in the Meeting. The teller committee can prepared their reports in advance of the Meeting using the electronic report results.

**Action: DA to send MLP district level electronic elections instructions.**

CD reported the Newsletter will be issued by the end of July. It will include section awards, student scholarship awards, newsletter award, District Meeting recap with



pictures, Annual Award announcement for nominations, Treasurer candidate bio's, District Officer nominations, NE District logo competition announcement, 19 business cards (4 new and the most we have ever had), new vender advertisements (total of 3 this year from the e-mail advertisement, which totals \$2,100).

**Action:** *DA to send CD District Meeting recap if one has not been done, pictures, Officer Nominations, and logo competition information.*

**Action:** *TT to send CD pictures of MW accepting the Section Activities Award and President's Message.*

**Action:** *CD to mail save the date's for the Symposium Section Meeting.*

**ii. Webmaster**

CD reported that the New England Section uses a Google Calendar on their website. TT reported Vijay Kannan has created one and will be the central point of contact for calendar updates.

**d. Charters & By-laws** (Paul Pfleuger - N/A)

TT noted Paul Pfleuger sent Vijay Kannan the By-Law corrections and they would be posted soon.

**e. Technical** (Aileen Maguire-Meyer - N/A)

KF will contact Aileen Maguire-Meyer to get the status of the technical brochures. MW reported the committee has been working on submission of trip generation data.

**Action:** *MLP to forward the original technical brochures to the Board.*

DA reported he his not received any interest in PIE memberships. MW and MP noted they are interested in getting involved and DA gave them the PIE website. TD noted he is a PIE member and will coordinate with DA.

**f. Meetings**

**i. 2010 District Meeting – Portland, ME**

Discussed in section IV.b.

DA reported the 2011 District Meeting will be held in Port Jefferson, Long Island, Wednesday, May 25<sup>th</sup> – Friday May 27<sup>th</sup> (preceding Memorial Day weekend).

**ii. 2010 Section Annual Meeting – Albany (October 25<sup>th</sup> & 26<sup>th</sup>)**

MW attended a committee meeting a few days ago and reported things are moving along well. Our Section Meeting is scheduled on the first day of the meeting, Monday Oct. 25<sup>th</sup> and we have 2-3 hours available. The Awards Banquet will be held Monday night at dinner. Technical sessions include, toll lane access management, hot lanes, and a designed/built project in Maryland on I-95 including the results of their ITS toll systems. MW is in charge of gifts and options include water bottles, charity donation cards, or a donation to student scholarships (possibly awarded to poster board session if space is available at the Symposium).

**Action:** *Give any gift or charity ideas to MW.*

TT asked the District their opinion on electronic-only registration materials and their stand was hard copy mailings are still the most successful for generating registrations.

CD noted the Symposium does electronic-only registration materials.

**Action:** *CD to mail a hard copy of the Symposium materials to our ITE section.*

**VII. Old Business:**

**a. Local Activity Schedules (Past/Future)**



TT reported no new activities are scheduled at this time. Money is still available in our budget for webinars or a social events, etc. He would like to expand last years Holiday event hosted in Buffalo to other ITE sections. MP noted he is interested in coordinating a join event, possibly in the fall.

CD sent all local event information to Aileen Maguire-Meyer for the technical committee to keep.

**b. Research LED signals & snow (Bflo, MCo.)**

MLP reported that Monroe County DOT has plans to purchase McCain vented hoods and install them on the signals they had issues with snow collecting on the LED lenses. She also received information from NYSDOT Regions 3 and 7 that they had results that were less than impressive with no discernable differences when compared to the standard cutaway hoods. TT reported that the City of Buffalo does not have plans to install vented hoods at this time.

**VIII. New Business**

**a. Position Letter on Distracted Driving**

TT distributed two letters for review at the meeting. The revised version, dated July 8<sup>th</sup>, was agreed to be more consistent with the current ITE position on this issue.

*MW motioned to approve the July 8<sup>th</sup> letter with TT's signature and mail out. CD seconded the motion. Motion passed.*

*Action: TT will mail letter to legislators.*

**b. Red light Camera Deployment (Bflo, MCo.)**

MLP reported the City of Rochester currently has a contract with Redflex to install up to 50 cameras and have currently selected the first 5 locations. Installation can not begin until a contract is signed between Redflex and Monroe County as they are the City traffic engineers. TT reported that the City of Buffalo is observing the City of Rochester's implementation experiences before proceeding.

**IX. Adjournment**

TT reminded everyone the next meeting is scheduled for October 25<sup>th</sup>, 2010 at the Symposium. TD and MP, new ITE members, thanked everyone for having them at the Quarterly Meeting and TT thanked the members for attending.

*KF moved to adjourn the meeting. MW seconded motion. Motion passed at 1:26pm.*

Please report any errors or omissions in these minutes to Meaghan Partelow at [mpartelow@monroecounty.gov](mailto:mpartelow@monroecounty.gov) by August 13<sup>th</sup>, 2010.

Revised 8/2/10 MLP

Revised 8/3/10 TT

Revised 8/3/10 MLP

Revised 8/16/10 MLP

